Experience History Maintenance

The purpose of the Experience History Maintenance program is to maintain the Actual experience history database. This is where the snapshot of experience history comes from that appears for candidates on the Candidate Referral Roster CRR.

Triggers from DCPDS populate the Experience History database when an employee's assignment status changes. The Experience History Maintenance program allows CPDSS users to view, add, edit and/or delete an employee's experience history depending on the permissions granted to that user. We will cover each of these processes below.
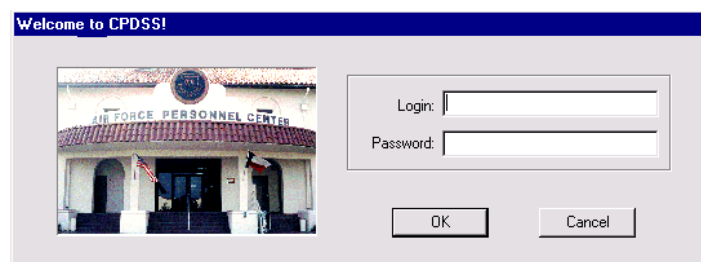
Logging On To Experience History Maintenance (EHM)

Step 1: From the Start Menu, Select **Programs**
Step 2: From the Programs Menu, Select **CPDSS**
Step 3: From the CPDSS Menu, Select **Experience History**
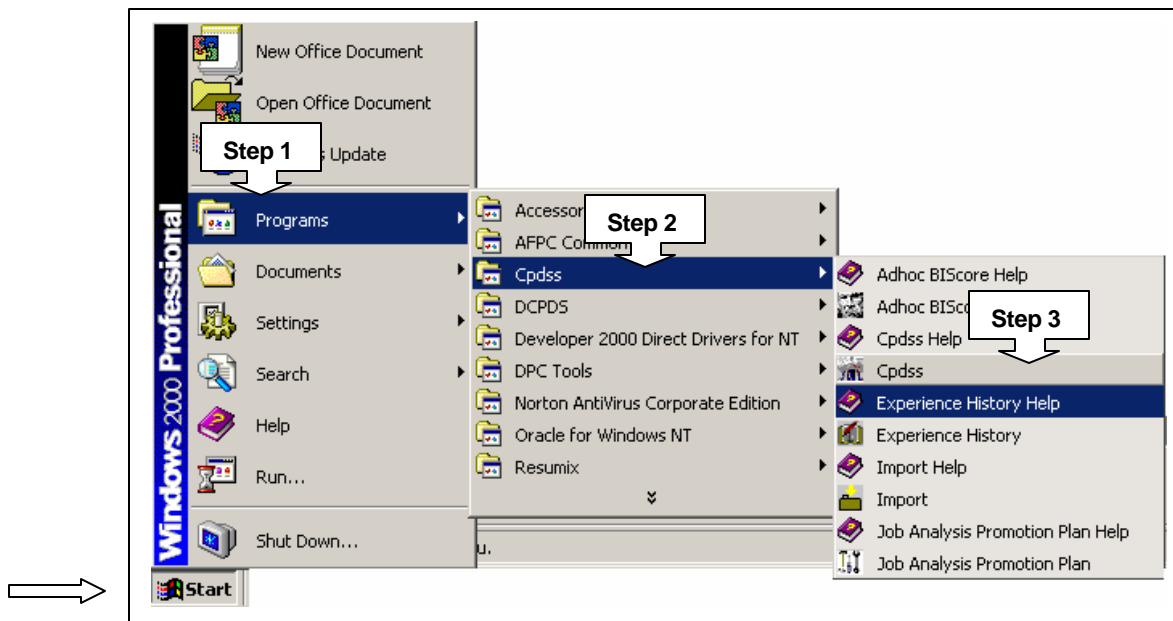
Step 4: The system will now prompt you for your Login and Password. Complete these fields and click **<OK>.**

OR from the Main CPDSS screen select the following button

The main **Experience History Maintenance** window will be viewable. The screen will be blank.
You will also be presented a **Search** window. Type the employee's SSAN (XXX-XX-XXX)or Last
Name in the Search window. The wildcard "%" can be used if you don't know the complete
SSAN or Last Name.

Once you type the SSAN or Last Name in the Search screen click **Search**. You will be presented with a list meeting the criteria you had searched on. Highlight and double click on the name you wish to view. You will be then be presented with the following screen:

NAME:	SSN:	BASE:	OFFSYM:	PAS:	UIC:	PHONE:	PERSON TYPE
N	:	485635029		RJ09FPMM	DPCT	:	32 Employee

PP: GS   SRS: 0201   GR: 14   TG: 14   STEP: 03   TITLE: SUPERVISORY HUMAN RESOURCES SPECIALIST

DATE START CURR POSN: 12-AUG-2001   END DATE: ASSGN EFF DATE: 12-AUG-2001   ASSGN STATUS: Active Assignment

Current Skills   Pct

1:	AGV - Personnel Staffing Spclst	1BJ - Placement		40
2:	AGG - Personnel Management Spec	PEP - Prog Evaluation Planning		30
3:	AGG - Personnel Management Spec	PVA - Resource Plan/Prog/Util		

Detail Assignment

START DATE: 03-MAR-2003   END DATE: 07-MAR-2003   PP - SERS - GR: GS - 0212 - 13   TITLE: PERSONNEL STAFFING SPECIALIST

1:	AGV - Personnel Staffing Spclst	1BJ - Placement		100
2:				
3:				

Experience History

Start Date v	End Date	Exp/Wk.Sch	PP-SERS-GR	Skill 1	Skill 2	Skill 3	Pct.
25-JAN-2003	02-MAR-2003	D/F	GS - 0201 - 15	AGV / 1BJ	AGX / 3GE	AHH / BEN	34 / 33
01-OCT-2002	31-DEC-2002	D/F	GS - 0212 - 14	AGV / 1BJ			100
18-JUN-2000	11-AUG-2001	F/F	GS - 0212 - 14	AGV / 1BH	AGV / 1BG / 1BK	AGV / 1BG / 1BM	50 / 25
25-APR-1999	17-JUN-2000	F/F	GS - 0212 - 13	AGV / 1BH	AGV / 1BG		75 / 25
28-MAR-1999	24-APR-1999	F/F	GS - 0201 - 13	AGG / PEP	AGV / XXX	AGX / 3GE	50 / 35
23-NOV-1997	27-MAR-1999	F/F	GS - 0201 - 13	AGV / XXX	AGX / 3GE	AGT / PRA	40 / 25
25-MAY-1997	22-NOV-1997	F/F	GS - 0201 - 12	AGV / XXX	AGX / 3GE	AGT / PRA	40 / 25
15-SEP-1996	24-MAY-1997	F/F	GS - 0201 - 12	AGV	AGX	AHH	35 / 35
01-MAR-1996	13-SEP-1996	D/F	GS - 0201 - 12	AGV	AGX	AHH	35 / 35
03-SEP-1995	14-SEP-1996	F/F	GS - 0201 - 12	AGD			100
14-MAY-1995	02-SEP-1995	F/F	GS - 0201 - 12	AGV	AGV / 1BJ	AHH / PSJ	25 / 25
01-AUG-1994	13-MAY-1995	F/F	GS - 0201 - 11	AGV / 1BG	AGV / 1BJ	AER	40 / 40
31-OCT-1993	31-JUL-1994	F/F	GS - 0201 - 11	AGG	AGV	AER	25 / 50
18-OCT-1992	30-OCT-1993	F/F	GS - 0201 - 09	AGG / PVA	AGV		50 / 50
02-AUG-1992	17-OCT-1992	F/F	GS - 0203 - 07	AGL / PPK / 1BG	AGL / PPK / XXX	OAS	60 / 20
01-JUN-1992	01-AUG-1992	F/F	GS - 0203 - 07	AGL / PPK / 1BG	AGL / PPK / XXX	OAS	60 / 20

Notice that the **current experience** for the requested employee is on the top of the screen. This data is pulled directly from DCPDS. The **experience history** is located on the second half of the screen.

If the employee is currently on a Detail, this information can be located directly below the current assignment information. The Detail information includes the start date, end date, pay plan, series, grade, position title, and the skills with percentages.

To display additional information on the any of the experience history entries **click** the desired entry. The following expanded screen will be viewable.

Notice the **Add, Edit, Delete, Refresh, Close, Cancel, Update**, and **Validate Data** buttons at the bottom of the screen. Some of these buttons might be "**grayed out**" depending on your individual permissions.

To avoid having to scroll through all the numerous Geoloc locations, use the drop-down box to select the desired Geoloc location. When you click on the binoculars, a search window is presented. You can enter a partial text and all matching locations will be displayed for selection.

In Lieu of using the Slide Rule the **Arrow** buttons will allow you to maneuver from one entry to another without going back to the main Experience History Maintenance window.

> ➢ Click on the ▶ button to view the **Next** record.

> ➢ Click on the ◀ button to view the **Previous** record.

> ➢ Click on the ▶I button to view the **Last** record.

> ➢ Click on the I◀ button to view the **First** record.

If you have "**view only**" permission/access **click** the **Close** button when you want to return to the main Experience History Maintenance window.

Adding Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be viewable.

Step 1: Click the "**Add**" button at the bottom of **Expanded Experience History Maintenance** window. This will bring an empty record in view.

Experience
Type: [_____▼]   Start Date: [07-Mar-2003 ▼]   End Date: [07-Mar-2003 ▼]

Pay
Plan: [_____▼]
Series: [_____▼]
Grade: [_____▼]

Assignment
Command: [_____▼]
Postion: [_____▼]

Job
Appt.Type: [_____▼]
Training Pgm: [_____▼]
Supv. Level: [_____▼]
Wrk. Sch.: [_____▼]

Location
Agency: [_____▼]
Orgn: [_____▼]
GeoLoc: [_____▼]
Conus/OS: [_____▼]

Acquisition
Category: [_____▼]
Level: [_____▼]

Demo
Pay Plan: [_____▼]
Broad band: [_____]

Skills Data   Pct   Months
1: [_____▼] [_____▼] [_____▼] [0] [___]
2: [_____▼] [_____▼] [_____▼] [0] [___]
3: [_____▼] [_____▼] [_____▼] [___] [___]

Total Months Experience: [___]   Total Months Detail: [___]

[Add] [Edit] [Delete] [Refresh] [Close] [Cancel] [Update]   [Validate Data]

|◄ | ◄ | Add New Experience Record   ► | ►|

Step 2: Input data by selecting the drop down menu box and clicking the appropriate entry. If you know the exact code/data that needs to be input into a field, you can manually **type** data into the field. All other fields require the use of the drop down menu.

Step 3: After completing the required data, **click** the **Update** button. If any error exists a message is displayed. If successful, the button display is reset. You may cancel by clicking the **Cancel** button and the record is discarded.

Note: All data input will be edited every time the Update button is clicked. After a successful Add, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. The Experience History Records are in the Experience History Database (this means you are updating live records).

When the **Update** button is clicked the following **Edits** are accomplished:

> ➢ Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan, Series, Grade, Supervisory Status, Work Schedule, At least one Skill, Skill 1 Percent
> ➢ Skill Percentages are checked: There must be at least one skill equal to 100 %, If there are two skills they must be equal to 100 %, else there must be a third skill, Total skill % cannot exceed 100 %
> ➢ Start and End Dates must adhere to the following rules: Start Date and End Date may not be the same, Future dates are NOT allowed, Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record, Within the same Experience Type and Work Schedule, the Start date may not overlap or contain any other period date range within the desired range of dates

Step 4: Click the **Close** button**.**

Editing Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be viewable.

Step 1: Click the "**Edit**" button at the bottom of **Expanded Experience History Maintenance** window. This will provide you access to the drop down menus and text fields. Notice, in the screen shot below, that the fields are no longer grayed out.

Experience
Type: D - Detail   Start Date: 25-Jan-2003   End Date: 02-Mar-2003

Pay
Plan: GS - General Schedule
Series: 0201 - Human Resources Management (0201)
Grade: 15

Assignment
Command: 09 - APC - AF Personnel Center
Postion: A - DEPARTMENT

Job
Appt.Type: 1A - Competitive - Career
Training Pgm: YY - Not Applicable
Supv. Level: 2 - Supervisor or Manager
Wrk. Sch.: F - Full-Time

Location
Agency: AF - Dept of the Air Force
Orgn: PAY - Civ Pers
GeoLoc: 485635029 - Randolph A F B, Bexar, TX
Conus/OS: 1 - US

Acquisition
Category:
Level:

Demo
Pay Plan:
Broad band:

Skills Data   Pct — Months
1: AGV - Personnel Staffing Spclst   1BJ - Placement   34   0.44
2: AGX - Position Class Specialist   3GE - General   33   0.43
3: AHH - Employee Relations Spclst   BEN - Benefits/Service   33   0.43

Total Months Experience: Total Months Detail: 1.30

Add   Edit   Delete   Refresh   Close   Cancel   Update   Validate Data

Record Edit: 1 of 27

Step 2: Edit the data by selecting the drop down menu boxed and clicking the appropriate entry. You will only be allowed to manually **type** data into the **Percent (Pct**) field. All other fields require the use of the drop down menu.

Step 3: After completing the required data, **click** the **Update** button. If any error exists a message is displayed. If successful, the button display is reset. You may cancel by clicking the **Cancel** button and the record is discarded.

Note: All data input will be edited every time the Update button is clicked. After a successful Edit, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. The Experience History Records are in the Experience History Database (this means you are updating live records).

When the **Update** button is clicked the following **Edits** are accomplished:

> ➢ Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan,   Series, Grade,   Supervisory Status, Work Schedule, At least one Skill, Skill 1 Percent
> ➢ Skill Percentages are checked: There must be at least one skill equal to 100 %, If there are two skills they must be equal to 100 %, else there must be a third skill, Total skill % cannot exceed 100 %
> ➢ Start and End Dates must adhere to the following rules: Start Date and End Date may not be the same, Future dates are NOT allowed, Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record, Within the same Experience Type and Work Schedule, the Start date may not overlap or contain any other period date range within the desired range of dates

Step 4: Click the **Close** button**.**

Deleting Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be viewable.

Step 1: Locate the experience history entry that needs to be deleted. **Click** the "**Delete**" button at the bottom of **Expanded Experience History Maintenance** window. This will delete the record currently in view.

Step 2: A message box is displayed with YES/NO buttons to confirm your action.

Experience History Delete

Are you sure you want to delete the current record ?

[Yes]   [No]
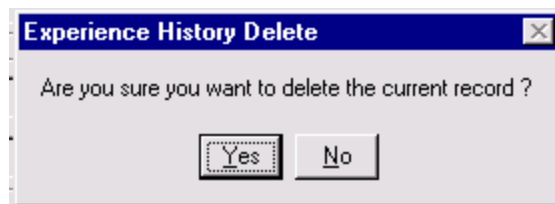
> ➤ **Click Yes,** if you want to permanently delete the entry from the Experience history Database.
> ➤ **Click No,** If you want to cancel your action**.**

Step 3: If Yes was selected it will present the next experience history entry (descending order) in the employee's file. If no other changes are required to the record **Click Close** .

Printing an Experience Brief (Career Brief)

From the Experience History Maintenance screen, go to File, Print Experience Report.

Experience History Maintenance - [Current Experience]

File   View   Help

Print Experience Report
Print Search Roster Report
Exit

	SSN:	BASE:	OFFSYM:	PAS:	OSC:	PHONE:	PERSON TYPE
		485635029	DPCT	RJ09FPMM	DPCT		32 Employee

PP: GS   SRS: 0201   GR: 14   TG: 14   STEP: 03   TITLE: SUPERVISORY HUMAN RESOURCES SPECIALIST

DATE START CURR POSN: 12-AUG-2001   END DATE: ASSGN EFF DATE: 12-AUG-2001   ASSGN STATUS: Active Assignment

Current Skills   Pct

1: AGV - Personnel Staffing Spclst   1BJ - Placement   40

2: AGG - Personnel Management Spec   PEP - Prog Evaluation Planning   30

3: AGG - Personnel Management Spec   PVA - Resource Plan/Prog/Util

Detail Assignment

START DATE: 03-MAR-2003   END DATE: 07-MAR-2003   PP - SERS - GR: GS - 0212 - 13   TITLE: PERSONNEL STAFFING SPECIALIST

1: AGV - Personnel Staffing Spclst   1BJ - Placement   100

2:

3:

Experience History

Start Date v	End Date	Exp/Wk.Sch	PP-SERS-GR	Skill 1	Skill 2	Skill 3	Pct.
25-JAN-2003	02-MAR-2003	D/F	GS - 0201 - 15	AGV / 1BJ	AGX / 3GE	AHH / BEN	34 / 33
01-OCT-2002	31-DEC-2002	D/F	GS - 0212 - 14	AGV / 1BJ			100
18-JUN-2000	11-AUG-2001	F/F	GS - 0212 - 14	AGV / 1BH	AGV / 1BG / 1BK	AGV / 1BG / 1BM	50 / 25
25-APR-1999	17-JUN-2000	F/F	GS - 0212 - 13	AGV / 1BH	AGV / 1BG		75 / 25
28-MAR-1999	24-APR-1999	F/F	GS - 0201 - 13	AGG / PEP	AGV / XXX	AGX / 3GE	50 / 35
23-NOV-1997	27-MAR-1999	F/F	GS - 0201 - 13	AGV / XXX	AGX / 3GE	AGT / PRA	40 / 25
25-MAY-1997	22-NOV-1997	F/F	GS - 0201 - 12	AGV / XXX	AGX / 3GE	AGT / PRA	40 / 25
15-SEP-1996	24-MAY-1997	F/F	GS - 0201 - 12	AGV	AGX	AHH	35 / 35
01-MAR-1996	13-SEP-1996	D/F	GS - 0201 - 12	AGV	AGX	AHH	35 / 35
03-SEP-1995	14-SEP-1996	F/F	GS - 0201 - 12	AGD			100
14-MAY-1995	02-SEP-1995	F/F	GS - 0201 - 12	AGV	AGV / 1BJ	AHH / PSJ	25 / 25
01-AUG-1994	13-MAY-1995	F/F	GS - 0201 - 11	AGV / 1BG	AGV / 1BJ	AER	40 / 40

The report then shows on screen. To print the report, click on the printer icon at the top of the screen

The following two (2) pages are what the report will look like.

EXPERIENCE BRIEF

Current as of: 08 July 2002

Start Dt	End Dt	PP - Ser - Gr	Exp Type	Duty Title	Supv Lvl	Acq	Level	Location	CMD
16 JUL 2000	01 JUN 2002	GS-0212-11	Federal	Personnel Staffing	Non-Supe			Randolph AFB	APC
Skills: AGV 1BG		Personnel Staffing Spclst / Recruiting						Percentage:	50
AGV 1BJ		Personnel Staffing Spclst / Placement							50
20 JUN 1999	15 JUL 2000	GS-0201-11	Federal	Human Resources Management	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGV 1BJ		Personnel Staffing Spclst / Placement						Percentage:	50
AGX 3GE		Position Class Specialist / General							50
01 OCT 1997	19 JUN 1999	GS-0201-09	Federal	Human Resources Management	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGV 1BJ		Personnel Staffing Spclst / Placement						Percentage:	50
AGX 3GE		Position Class Specialist / General							50
01 JUL 1993	30 SEP 1997	GS-0203-07	Federal	Human Resources Assistance	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGL PPK		Personnel Clerk/Assistant / Staffing						Percentage:	100
									0
01 APR 1993	30 JUN 1993	GS-0203-07	Federal	Human Resources Assistance	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGL PDB		Personnel Clerk/Assistant / Classification						Percentage:	100
									0
01 APR 1992	31 MAR 1993	GS-0203-06	Federal	Human Resources Assistance	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGL PDB		Personnel Clerk/Assistant / Classification						Percentage:	100
									0
01 JAN 1992	31 MAR 1992	GS-0203-05	Federal	Human Resources Assistance	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: AGL PDB		Personnel Clerk/Assistant / Classification						Percentage:	100
									0
26 MAY 1991	31 DEC 1991	GS-0318-05	Federal	Secretary	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	
Skills: ANT		Secretary						Percentage:	70
ANX		Clerk-Typist							30
18 MAR 1991	25 MAY 1991	GS-0318-04	Federal	Secretary	Non-Supe		BASE/SITE/WING/INSTALLA	Silverdale, Kits	

Screen shot showing where the correlation between the Legacy DINs and the clear text fields for experience history.

Experience History Maintenance - [History Detail for:]

File   View   Help

Experience

| TWD | TWC | TWE |

Type: [▼]   Start Date: [22-Mar-2000 ▼]   End Date: [23-Mar-2000 ▼]

Pay

Plan: [TWF ▼]
Series: [TWU ▼]
Grade: [TWG ▼]

Assignment

Command: [TWP ▼]
Postion: [TWQ ▼]

Job

Appt.Type: [TWT ▼]
Training Pgm: [TWK ▼]
Supv. Level: [TWJ ▼]
Wrk. Sch.: [TXN ▼]

Location

Agency: [TWN ▼]
Orgn: [TWV ▼]
GeoLoc: [9 DIGIT DUTY STATION CODE ▼]
Conus/OS: [TWM ▼]

Acquisition

Category: [TWL]
Level: [TWH]

Demo

Pay Plan: [TWR ▼]
Broad band: [TWS]

Skills data   Pct   Months

1: [TWW ▼] [TWX ▼] [TWY ▼] [TXF]
2: [TWZ ▼] [TXA ▼] [TXB ▼] [TXG]
3: [TXC ▼] [TXD ▼] [TXE ▼]

Total Months Experience: [   ]   Total Months Detail: [   ]

[Validate Data]

[Add] [Edit] [Delete] [Refresh] [Close] [Cancel] [Update]

Experience Record: 14 of 14

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